

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES  
P.O. BOX 41544  
Providence RI 02940-1544

OFFICE: (401) 574-8200  
EVerify\_Questions@purchasing.ri.gov

July 29, 2008

\_\_\_\_\_  
\_\_\_\_\_  
«VENDOR\_NAME»  
«ADDRESS\_LINE2»  
«ADDRESS\_LINE3»  
«ADDRESS\_LINE1»  
«CITY» «STATE» «ZIP»

**Notice to Persons and Businesses on the State of Rhode Island Vendor Registration List**  
**Re: Vendor and Bidder Certifications**

Dear Sir or Madam:

According to our records, you/your company have an active Purchase Order from the State of Rhode Island. The State of Rhode Island is providing you with the following information relating to new requirements involving persons and entities doing and/or seeking to do business with the State of Rhode Island.

Pursuant to 8 U.S.C. 1324a, it is illegal for any person or entity to employ an individual who is either not lawfully permitted to reside in the United States or not legally authorized to be employed in the United States.

On March 27, 2008, the Governor of the State of Rhode Island issued Executive Order 08-01. A copy of that Executive Order is available at [www.governor.ri.gov](http://www.governor.ri.gov). Paragraph 2 of that Executive Order provides as follows:

**“2. The Department of Administration shall require that all persons and businesses, including grantees, contractors and their subcontractors and vendors doing business with the State of Rhode Island also register and utilize the services of the E-Verify program to ensure compliance with federal and state law.”**

Employers doing (or seeking to do) business with the State of Rhode Island must certify that they (and where applicable their subcontractors) are registered to use the E-Verify program and will use that program to confirm that those they hire are authorized to work in the United States. E-Verify is an on-line program established by the Department of Homeland Security in partnership with the Social Security Administration. E-Verify is a free service and provides employers an automated resource to verify employment eligibility of new hires. (Note: The E-Verify program applies ONLY to the verification of the eligibility status of NEW hires.)

**A. VENDOR CERTIFICATION REQUIREMENT**

In order to comply with the terms of Paragraph 2 of the Executive Order and assure that persons and businesses doing business with the State of Rhode Island are verifying that newly hired employees are eligible for employment, the Department of Administration, Division of Purchases, will require that all persons and businesses doing business with the State of Rhode Island (as well as those who intend to seek to do business with the State of Rhode Island in the future), certify that he/she/it has registered with and utilizes the services of the E-Verify program to assure compliance with federal and state laws. Employers may register for E-Verify on-line at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or by contacting the customer service center at 1-888-464-4218.

To satisfy this certification requirement, employers doing (or seeking to do) business with the State of Rhode Island must complete and sign the appropriate attached Vendor Certification I (Individual) or II (Entity) in the presence of a Notary Public and return it **within forty-five (45) days of the date of this letter** to:

STATE OF RHODE ISLAND- DIVISION OF PURCHASES  
P O. BOX 41544  
PROVIDENCE, RHODE ISLAND 02940-1544

The Vendor Certification forms are attached hereto.

**Failure to timely return the applicable fully executed Vendor Certification will prohibit you from obtaining business from the State of Rhode Island in the future and may adversely affect your ability to continue to do business you currently have with the State of Rhode Island.**

**The State reserves the right to conduct audits to confirm compliance with representations made in submitted certifications.**

#### **B. BIDDER CERTIFICATION REQUIREMENT**

In order to comply with the Governor's Executive Order, all future bid responses must include a Bidder Certification that the individual and/or entity submitting the bid has registered with the E-Verify Program and is utilizing the program. Additional information regarding requirements of future bidding is listed below.

Since May 15, 2008, the Department of Administration, Division of Purchases, has required that a person or a duly authorized representative of any entity submitting a bid/solicitation response seeking to do business with the State shall, as part of the response to the bid, certify as follows:

**"I/we certify that I/we have registered to utilize the e-verify program ([www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)) to ensure compliance with federal and state law. I understand and agree that I am required to continue to utilize the services of the E-verify program for as long as I continue to do business with the State of Rhode Island. I further understand that my failure to continue to utilize the services of the E-Verify program will adversely affect my ability to continue to do business with the State of Rhode Island and my ability to do business with the State of Rhode Island in the future."**

#### **C. BIDDER CERTIFICATION RE: SUBCONTRACTORS and SUB-SUBCONTRACTORS CERTIFICATION**

In addition, each Bidder awarded a contract to do business with the State of Rhode Island will be required to obtain and submit a certification signed by a duly authorized representative of each of its subcontractor certifying (i) that the subcontractor is registered with and utilizes the services of the E-Verify program; (ii) the subcontractor understands that it is required to continue to be registered with the E-Verify program and utilize the services of the E-Verify program so long as it is doing business with the State of Rhode Island as a subcontractor; and (iii) the subcontractor understands that it must obtain and submit to the contractor a certification signed by a duly authorized representative of any subcontractor that it uses, with such certification containing the same representations required to be made by bidders and subcontractors. Bidders failing to submit the required certifications from its subcontractors and/or sub-subcontractors shall not be allowed to continue to do business with the State of Rhode Island. All certifications from subcontractors and sub-subcontractors must be submitted by the Bidder to the State of Rhode Island prior to the time the subcontractor and/or sub-contractor commences work on the project. A Subcontractor Certification form is attached hereto.


In the event that the State of Rhode Island determines that a person or business (including but not limited to a subcontractor and/or a sub-subcontractor) (i) has submitted a false Bid Certification; or (ii) has failed to continue to be registered and utilize the services of the E-Verify program as required, said person or business shall no longer be allowed to do business with the State of Rhode Island and the State of Rhode Island may terminate any bid award or contract awarded to said person or business. The person or business awarded the contract by the State shall be responsible for assuring that all subcontractors and/or sub-subcontractors utilized by said person or business for work done for the State of Rhode Island also continue to be registered and utilize the E-Verify program. Failure of any subcontractor and/or sub-subcontractor to register and continue to be registered with and utilize the E-Verify program shall be grounds for the State to terminate its contract with the person or business to which the contract was awarded.

Adherence to the Governor's Executive Order is required. The Division of Purchases is available to provide information to you via the purchasing website, telephone or email.

If you have further questions relating to the Governor's Executive Order or the use of E-verify, please visit our website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov), call our customer service hotline at 401 574-8200 or e-mail your inquiry to [EVerify\\_Questions@purchasing.ri.gov](mailto:EVerify_Questions@purchasing.ri.gov) for additional information.

Thank you for your continued cooperation with the State of Rhode Island.

Sincerely,



Lorraine A. Hynes  
Interim Purchasing Agent

Enclosures

Name/Vendor ID: «VENDOR\_NAME»

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

**VENDOR CERTIFICATION - OPTION I – INDIVIDUAL**(To be used by an **individual** doing – or intending to do – business with the State of Rhode Island)I, \_\_\_\_\_, of \_\_\_\_\_,  
(Full name) (City/town) (State)

hereby certify that I registered to utilize the E-Verify program on \_\_\_\_\_, 2008 and that I utilize the services of the E-Verify program to ensure compliance with federal and state law. I understand and agree that I am required to continue to utilize the services of the E-Verify program for as long as I continue to do business with the State of Rhode Island. I further understand that my failure to continue to utilize the services of the E-Verify program will adversely affect my ability to continue to do business with the State of Rhode Island and my ability to do business with the State of Rhode Island in the future

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

\_\_\_\_\_  
(Print name)

**NOTARY PUBLIC**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

In \_\_\_\_\_ in said County on the \_\_\_\_\_ day of \_\_\_\_\_, 2008, before me personally appeared

\_\_\_\_\_, to me known and known by me to be the party executing the above Vendor Certification, and he/she acknowledged said document, by him/her executed to be his/her free act and deed.

\_\_\_\_\_  
(Signature)

(Printed name) \_\_\_\_\_ My commission expires on: \_\_\_\_\_

Complete and Return To: State of Rhode Island, Division of Purchases, P O. Box 41544, Providence, Rhode Island 02940

Name/Vendor ID: «VENDOR\_NAME»

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

### VENDOR CERTIFICATION – OPTION 2 - ENTITY

(To be used by an entity (partnership, corporation, limited liability partnership, etc.) doing – or intending to do - business with the State of Rhode Island)

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_  
(full name) (title) (name of entity –“Entity”)

hereby certify that I am a representative of said Entity and am duly authorized to execute this Vendor Certification on behalf of the Entity; that said Entity registered to utilize the E-Verify program on \_\_\_\_\_, 2008 and that the Entity utilizes the services of the E-Verify program to ensure compliance with federal and state law. On behalf of the Entity, I understand and agree that the Entity is required to continue to utilize the services of the E-Verify program for as long as the Entity continues to do business with the State of Rhode Island and failure to continue to utilize the services of the E-Verify program will adversely affect the Entity's ability to continue to do business with the State of Rhode Island and will affect the Entity's ability to do business with the State in the future.

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

\_\_\_\_\_  
(Print name)

### NOTARY PUBLIC

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
(Signature)

(Printed name) \_\_\_\_\_ My commission expires on: \_\_\_\_\_ In  
\_\_\_\_\_ in said County on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2008, before me personally appeared

\_\_\_\_\_, to me known and known by me to be the party  
executing the above Vendor Certification on behalf of the Entity, and he/she acknowledged said document, by him/her executed to be his/her free act and deed of said Entity.

## **SUBCONTRACTOR CERTIFICATION - OPTION I - INDIVIDUAL**

(To be used by an individual doing – or intending to do – business with the State of Rhode Island)

### **THIS SECTION TO BE COMPLETED BY THE BIDDER/VENDOR**

Vendor Name and ID: «VENDOR\_NAME»

Purchase Order # \_\_\_\_\_

RFP # \_\_\_\_\_

Bid # \_\_\_\_\_

### **THIS SECTION TO BE COMPLETED BY THE SUBCONTRACTOR**

Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

I, \_\_\_\_\_, of \_\_\_\_\_, \_\_\_\_\_,  
(Full name) (City/town) (State)

hereby certify that I registered to utilize the E-Verify program on \_\_\_\_\_, 2008 and that I utilize the services of the E-Verify program to ensure compliance with federal and state requirements. I understand and agree that I am required to continue to utilize the services of the E-Verify program for as long as I continue to do business with the State of Rhode Island. I further understand that my failure to continue to utilize the services of the E-Verify program will adversely affect my ability to continue to do business with the State of Rhode Island and my ability to do business with the State of Rhode Island in the future.

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

\_\_\_\_\_  
(Print name)

### **NOTARY PUBLIC**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

In \_\_\_\_\_ in said County on the \_\_\_\_\_ day of \_\_\_\_\_, 2008, before me personally appeared

\_\_\_\_\_, to me known and known by me to be the party executing the above Subcontractor Certification, and he/she acknowledged said document, by him/her executed to be his/her free act and deed.

\_\_\_\_\_  
(Signature)

(Printed name) \_\_\_\_\_ My commission expires on: \_\_\_\_\_

Complete and Return To: State of Rhode Island, Division of Purchases, P O Box 41544, Providence, Rhode Island 02940

## SUBCONTRACTOR CERTIFICATION – OPTION 2 - ENTITY

(To be used by an entity (partnership, corporation, limited liability partnership, etc ) doing – or intending to do business with the State of Rhode Island)

### THIS SECTION TO BE COMPLETED BY THE BIDDER/VENDOR

Vendor Name and ID: «VENDOR\_NAME»

Purchase Order # \_\_\_\_\_

RFP # \_\_\_\_\_

Bid # \_\_\_\_\_

### THIS SECTION TO BE COMPLETED BY THE SUBCONTRACTOR

Subcontractor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_  
(Full name) (Title) (Name of entity –“Entity”)

hereby certify that I am a representative of said Entity and am duly authorized to execute this Vendor Certification on behalf of the Entity; that said Entity registered to utilize the E-Verify program on \_\_\_\_\_, 2008 and that the Entity utilizes the services of the E-Verify program to ensure compliance with federal and state requirements. On behalf of the Entity, I understand and agree that the Entity is required to continue to utilize the services of the E-Verify program for as long as the Entity continues to do business with the State of Rhode Island and failure to continue to utilize the services of the E-Verify program will adversely affect the Entity's ability to continue to do business with the State of Rhode Island and will affect the Entity's ability to do business with the State in the future.

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

\_\_\_\_\_  
(Print name)

### NOTARY PUBLIC

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

In \_\_\_\_\_ in said County on the \_\_\_\_\_ day of \_\_\_\_\_, 2008, before me personally appeared

\_\_\_\_\_, to me known and known by me to be the party executing the above Vendor Certification on behalf of the Entity, and he/she acknowledged said document, by him/her executed to be his/her free act and deed of said Entity.

\_\_\_\_\_  
(Signature)

(Printed name) \_\_\_\_\_ My commission expires on: \_\_\_\_\_

Complete and Return To: State of Rhode Island, Division of Purchases, P O. Box 41544, Providence, Rhode Island 02940